FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: S00099773-B **Type of Permit:** STILL **Release Date:** 11/12/2015

Production Company VISIT NEWPORT BEACH INC DBA NEWPORT BEACH & CO

Insured Company Name VISIT NEWPORT BEACH INC DBA NEWPORT BEACH & CO

Contact Phone No. 1 630-440-4794
Contact Phone No. 2
Fax
Address 1600 NEWPORT CENTER DR, STE 120 NEWPORT BEACH, California 92660

Production Title NEWPORT BEACH TOURISM

Type of Production Still Photo

Producer Allison Lockwood

Director Nick Collura

1st AD Sean Drews

Production Manager Allison Lockwood

FilmL.A. Coordinator Hans Groszkruger

Location Manager Allison Lockwood
Primary Phone Mobile - 414-737-8484
Secondary Phone

Location Assistant Sean Drews
Primary Phone Mobile - 262-385-6343
Secondary Phone

Fees

Notification Charge $310.00

FILMLA STILL RIDER FEE $20.00

Total Permit Fee $330.00

Number of Locations 2

NOT A PERMIT

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Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information — Location

Permit Number	S00099773-B	**Location Manager**	Allison Lockwood
Production Company	VISIT NEWPORT BEACH INC DBA NE...	Primary Phone	Mobile - 414-737-8484
Insured Company	VISIT NEWPORT BEACH INC DBA NE...	Secondary Phone	
Production Title	NEWPORT BEACH TOURISM		

Location Address Balboa Island Fun Zone, Newport Beach, CA 92661

Location Name FUN ZONE - BALBOA ISLAND

Location Type Amusement Park

Prep Dates 10/26/2015 - 10/26/2015 11:00 - 12:00 1 day

Film Dates 10/30/2015 - 10/30/2015 06:00 - 14:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached documents
Memo Style.pdf
Memo Style.pdf
Newport Beach Permit Conditions.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4

Personnel on Location

Type	Quantity
Audience Members	4
Cast	4
Crew	6

Filming Activities Camera on sticks; Handheld equipment;

Jurisdiction **Political:** Newport Beach **Police:** Newport Beach Police Department **Fire:** Newport Beach Fire Department

Approvals NEWPORT BEACH Monique Navarrete

Coordinator Note RIDER "B" RELEASES LOCATION

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

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Summary Information

Location

Location 2 of 2

Permit Number	S00099773-B	**Location Manager**	Allison Lockwood
Production Company	VISIT NEWPORT BEACH INC DBA NE...	Primary Phone	Mobile - 414-737-8484
Insured Company	VISIT NEWPORT BEACH INC DBA NE...	Secondary Phone	
Production Title	NEWPORT BEACH TOURISM		

Location Address 100 Main St, Newport Beach, CA, 92661

Location Type Beach

Film Dates 10/30/2015 - 10/30/2015 07:00 - 11:30 1 day

Open or Closed to the Public Open

Generic Conditions
All Vehicles must be parked legally.
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached documents
City of Newport Beach Registration (002).pdf
Newport Beach Permit Conditions.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4

Personnel on Location

Type	Quantity
Audience Members	4
Cast	4
Crew	6

Filming Activities Camera on sticks; Handheld equipment;

Jurisdiction **Political:** Newport Beach **Police:** Newport Beach Police Department **Fire:** Newport Beach Fire Department

Approvals NEWPORT BEACH Monique Navarrete

Coordinator Note RIDER "B" RELEASES LOCATION

Parking

Base Camp
Location Type : Filming Location
Parking Notes
parking at location

Crew Parking
Location Type : Filming Location

NO PERMIT

Hans Groszkruger

From: Allison Lockwood <lockwoodallison@gmail.com>
Sent: Monday, October 26, 2015 3:09 PM
To: Hans Groszkruger
Subject: Fwd: permission to shoot stills at FunZone on Friday 10/30?

---------- Forwarded message ----------
From: **Patrick Moore** <bfunzone@sbcglobal.net>
Date: Mon, Oct 26, 2015 at 4:13 PM
Subject: Re: permission to shoot stills at FunZone on Friday 10/30?
To: Allison Lockwood <lockwoodallison@gmail.com>

Well you can certainly shoot around the fun zone as far as I'm concerned. I think there may be some confusion. To shoot in the fun zone area(near the Ferris Wheel) I believe that you need the landowners permission, which is ExplorOcean, and you need permission from the city. If you were shooting on the Ferris wheel or using the Ferris wheel as part of your shot, then you talk to me. So, for what it's worth, you have my permission to shoot anywhere you want in the Balboa fun zone area.

Regards,
Patrick Moore
Sent from iPhone, pardon the grammar.

On Oct 26, 2015, at 12:51 PM, Allison Lockwood <lockwoodallison@gmail.com> wrote:

> Hey Patrick. Apparently to get the permit we specifically need your permission. I understand the Ferris wheel won't be in commission but could you please give us permission to shot in general at the funzone on Friday?
>
> On Friday, October 23, 2015, Patrick Moore <bfunzone@sbcglobal.net> wrote:
> I only have the Ferris Wheel. We will be exchanging it all next week, including Friday, the 30th. Every 5 years we exchange the Ferris wheel with our second identical Ferris Wheel. So, as far as the Ferris Wheel goes, we are unable to participate next week.
>
> Regards,
> Patrick Moore
> Sent from iPhone, pardon the grammar.
>
> On Oct 23, 2015, at 8:43 AM, Allison Lockwood <lockwoodallison@gmail.com> wrote:
>
> > Hi all!
> > I am a producer for photographer Nick Collura (Collura.com). He has been hired by Visit Newport Beach to come and take photographs of people enjoying the Newport Beach area for use in digital and print components that promote tourism to the area.
> >
> > One of the areas on our shot list is the FunZone. I've applied for a permit through Film LA but also need your direct permission.

NOT A PERMIT

We're looking to shoot there on Friday 10/30 from about 7:30am to 11:00am.

We'll be shooting paid talent, not real people.

We're a small group of about 12, including talent and do not have any production trucks. All equipment is handheld and battery powered.

The shots are of people enjoying the area - eating food, watching the ferris wheel.

Please let me know if you have any additional questions and when we have permission to shoot there.
Thank you!
Allison

--
+++++++++
Allison Lockwood
Easy Peasy Producer Services
414.737.8484

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+++++++++
Allison Lockwood
Easy Peasy Producer Services
414.737.8484

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++++++++++
Allison Lockwood
Easy Peasy Producer Services
414.737.8484

NOT A PERMIT

Hans Groszkruger

From: Allison Lockwood <lockwoodallison@gmail.com>
Sent: Friday, October 23, 2015 10:23 AM
To: Hans Groszkruger
Subject: Fwd: permission to shoot stills at FunZone on Friday 10/30?
Attachments: Boat ad.jpg

Hans, please see below for my written exchange with the FunZone.
In addition to this I did receive a phone call from Tom Pollack, the CEO of the Fun Zone expressing his excitement to have us and to discuss details of the shoot.

I also confirmed that both email addresses were for Tom at the Fun Zone so there was no one else that needed to weigh in on permission.

Thanks!
Allison

---------- Forwarded message ----------
From: **Shannon Clafford** <SClafford@explorocean.org>
Date: Fri, Oct 23, 2015 at 11:32 AM
Subject: RE: permission to shoot stills at FunZone on Friday 10/30?
To: "lockwoodallison@gmail.com" <lockwoodallison@gmail.com>
Cc: Tom Pollack <TPollack@explorocean.org>

Hi Allison,

Tom Pollack wanted me to send you these photos of our beautiful new powered catamaran that he would like to make available for you to use on Friday 10/30 from 7:30am-11:00am.
This vessel is for charter by visitors to Newport Beach and sits within 50 feet of the Ferris Wheel.

He wishes to make your photoshoot a complete success. As you see, I have copied Tom and he will be contacting you shortly.

Sincerely,

Shannon Clafford

ExplorOcean
600 E. Bay Avenue
Newport Beach, CA 92661
(949) 675-8915

From: Allison Lockwood <lockwoodallison@gmail.com<mailto:lockwoodallison@gmail.com>>
Date: October 23, 2015 at 8:43:49 AM PDT
To: tompollack1@gmail.com<mailto:tompollack1@gmail.com>,
bfunzone@sbcglobal.net<mailto:bfunzone@sbcglobal.net>

NOT A PERMIT

Subject: permission to shoot stills at FunZone on Friday 10/30?

Hi all!
I am a producer for photographer Nick Collura (Collura.com<http://collura.com>). He has been hired by Visit Newport Beach to come and take photographs of people enjoying the Newport Beach area for use in digital and print components that promote tourism to the area.

One of the areas on our shot list is the FunZone. I've applied for a permit through Film LA but also need your direct permission.

We're looking to shoot there on Friday 10/30 from about 7:30am to 11:00am.

We'll be shooting paid talent, not real people.

We're a small group of about 12, including talent and do not have any production trucks. All equipment is handheld and battery powered.

The shots are of people enjoying the area - eating food, watching the ferris wheel.

Please let me know if you have any additional questions and when we have permission to shoot there.
Thank you!
Allison

--
+++++++++
Allison Lockwood
Easy Peasy Producer Services
414.737.8484

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+++++++++
Allison Lockwood
Easy Peasy Producer Services
414.737.8484

NOT A PERMIT

NEWPORT BEACH PERMIT CONDITIONS

- The conduct of such activity will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet, peaceable and unmolested enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare.

- The conduct of such activity will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant.

- The conduct of such activity will not constitute a fire hazard, and all proper safety precautions will be taken.

- The conduct of such activity will not require the diversion of so great number of police officers of the City to properly police the area of such activity as to interfere with normal police protection.

- Permittee shall indemnify, defend and hold harmless City, its elected and appointed officers, employees, agents, representatives, the City Council, boards and commissions ("Indemnified Parties") with respect to any loss, liability, injury or damage that arises out of, or is in any way related to, the acts or omissions of Permittee, his or her employees, representatives, officers and agents in the course of Permittee's event/activity; however, Permittee shall not be required to indemnify City from any claim arising from the sole negligence or willful misconduct of the Indemnified Parties.

- The Finance Director or his designee may revoke this permit issued for any of the following reasons:
    - The permittee has ceased to meet the requirements and provisions for issuance of permit;
    - The applicant gave materially false, fraudulent or misleading information on the application;
    - The production is declared to constitute a public nuisance and, as such, may be abated or enjoined from further operation.

- No person shall use or allow to be used the official seal of the City of Newport Beach, or any cut, facsimile, or reproduction of said seal, or make or use any design which is an imitation of said seal or of the design thereof, or which may be mistaken for the seal of this City or the design thereof, for malicious or commercial purposes, or for any purpose other than for City purposes of any officer, board or department thereof, without the express consent of the City of Newport Beach.

- Production is permitted to shoot only at the location(s) listed on the permit. No other production or filming has been approved by the Finance Department.

NOT A PERMIT

- Production may not film on any private property without consent of the owner.
- Production may not film or photograph any member of the public or private property without permission of the person or owner.
- Production does not have any exclusive use of any of the above locations, including streets, alleys, beach or ocean. All locations will remain open to the public at all times.
- Production may not possess or consume alcohol and smoking is prohibited within City parks and beaches.
- Production may not interfere with the public peaceful enjoyment of the public and or surrounding neighborhoods.
- Production is not permitted to shoot within any City parks without a permit issued by Newport Beach Recreation and Senior Services.
- Production All vehicles including but not limited to large vehicles and or cube trucks must abide by all parking signs and may not impede any streets or sidewalks. All vehicles must be parked legally and all parking fees must be paid**.** For any vehicles that have not been approved through a Temporary Street Closure permit parking is on a first come first served basis.
- Production must not block storefronts, streets, driveways, pier, access, emergency access or business locations with any production equipment or crew.
- Production shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use. The area used shall be cleaned of trash and debris upon completion of shooting and restored to the original condition before leaving the site.
- Production is to follow all lawful orders from Fire, Lifeguards, Police Department and any other City representatives.
- Production must have permission from the property manager and or Homeowners Association if any production occurs within these types of housing or location areas. Production must abide by all conditions set forth by the property manager and or Homeowners Association.

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City of Newport Beach
Recreation & Senior Services Department
100 Civic Center Drive - Bay E
Newport Beach, CA 92660
Tel. p. 949.644.3151 f. 949.644.3155
Email: recreation@newportbeachca.gov

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?
Online Registration FAQs

Terms of Use | Copyright Policy | Cookie Policy | Your Privacy Rights | Security
City of Newport Beach Recreation & Senior Services Department's Policies: Terms of Use | Your Privacy Rights
© 2015 Active Network, LLC and/or its affiliates and licensors. All rights reserved.

Phone: (949) 644-3151
FAX: (949) 644-3155
Email: recreation@newportbeachca.gov

Company: Collura Creative
11183 W. Taion Circle
Greenfield, WI 53228

Agent: Nick Collura
Email: lookwoodallison@gmail.com

Customer Type: Commercial
Prepared By: jbattioli

Home: (414) 324-3231

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
$807.00	$0	$0	$807.00	$0	$0	($807.00)	$0	$0

RESERVATIONS

Event	Resource	Center	Notes
Still Shoot for Visit Newport Beach & Company Type: Social Gathering Attend/Qty: 14	Peninsula Park Grass Area	Peninsula Park 100 Main St Balboa Island, CA, US 92661 (949) 644-3151	--

Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Friday	Oct 30, 2015	7:30 AM	2 hours	Oct 30, 2015 at 9:30 AM

Summary	Notes
Total Number of Dates: 1 Total Time: 2 hours	--

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Commercial-Non Resident Rental	Still Shoot for Visit Newport Beach & Company #5420 Peninsula Park Grass Area	$401.00	2.00	--	$802.00
Facility Admin Fee	Still Shoot for Visit Newport Beach & Company #5420 Peninsula Park Grass Area	$5.00	1.00	--	$5.00

Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1017413.005	Oct 27, 2015	Commercial-Non Resident Rental	Peninsula Park Grass Area Still Shoot for Visit Newport Beach & Company #5420	$802.00
1017413.005	Oct 27, 2015	Facility Admin Fee	Peninsula Park Grass Area Still Shoot for Visit Newport Beach & Company #5420	$5.00

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DISCLAIMERS

IF YOU NEED ANY ASSISTANCE ON THE EVENT DATE - PLEASE CONTACT THE CITY OF NEWPORT BEACH PARK PATROL AT 949-795-2381.

Policy Statement:

City of Newport Beach (City) facilities, which include parks, playing fields, gymnasiums, community rooms and swimming pools, are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. It is the intent of this agreement to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities.
A facility use permit, which authorizes the rental of facilities, may be revoked for violation of these policies.
Agreements and permits shall not be transferred, assigned, or sub-let.

RESERVATIONS/PROCEDURES:

1.Applications to use the City facilities must be made on forms provided by the Recreation and Senior Services Department (Department). Applicants must provide all information as may be required by the Department to assure compliance with the requirements and regulations of this agreement.
2. Applicants will be required to pay a security deposit in an amount that will promote use of the Recreation and Senior Services facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional clean up is required.
3. Applicants acknowledge that neither the City nor the Department assumes any liability for any injury or loss or damage of personal property. When it is deemed to be in the best interest of the general public, the City of Newport Beach will require the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than $1,000,000 per occurrence of commercial general liability insurance. Prior to the use of the facility, the application must have approval of the Recreation and Senior Services Director or designated representative.
4. Approval or denial of a reservation request will be provided within five working days of receipt of a completed application.
5. Reservations for use of Department facilities may be made up to six months in advance, but no later than ten working days before the event with the exception of park reservations which may be made no later than five working days before the event.
6. A permit shall not be transferred, assigned or sublet. All contracts will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.
7. The reservation request and rental agreement must be completed and signed by an adult age 21 and over who will attend, supervise and be responsible for the entire event or activities. Proof of residency is required at the time of application in order to receive the resident rate. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.
8. This Facility Use Agreement and permit, which authorizes the rental of facilities, may be revoked for violation of any rental policies.

REGULATIONS AND RESTRICTIONS:

All uses of Department
facilities will be subject to the following regulations and restrictions:
A. Use of Alcohol
1. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Department, except beer and wine may be served for special occasions at the OASIS Senior Center, Newport Theatre Arts Center (NTAC), and Newport Coast Community Center (NCCC) when done in compliance with State of California Department of Alcoholic Beverage Control (ABC) regulations and approved in writing by the Recreation and Senior Services Director. Approval to serve beer and wine shall not be deemed to approve service of alcohol in violation of Section 25604 of the Business and Professions Code. The Recreation and Senior Services Director will require the permittee to pay City costs to provide additional security when alcohol is served.
2. The use of alcoholic beverages is by written permission only and must be requested at the time the facility use request is submitted. The Department reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and these guidelines. Alcohol use means the presence of any beverage that contains any amount of alcohol.
3. Alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.
4. When alcohol is served, there shall be a minimum of two security guards present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the contract end time. One guard must be positioned at the entrance of the event and one guard positioned in the event area. The parking lot must be monitored every 30 minutes. The security guards shall have the authority to enforce all rules and regulations governing facility rentals. In the event that the Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
5. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.
6. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
7. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not

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authorized by the Department or to a minor the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.
8. The City shall require the applicant to carry general liability insurance when alcohol is available, but not sold. The City shall require a full liquor liability premium in addition to general liability insurance when alcohol is sold in exchange for money. The cost of the required liability insurance shall be borne by the applicant.
B. Smoking is prohibited in all City facilities including restrooms and within 25 feet of all entrances, windows, and playgrounds.
C. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity.
D. No group's activities shall interfere with the administration of the Department.
E. Non-profit 501(c)(3) groups may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the rental application.
F. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.
G. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.
H. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured by the Department through a Special Event Permit.
I. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
J. The posted occupancy of City facilities shall not be exceeded.
K. Storage space will not be granted at anytime.
L. Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Easter, President's Day, Independence Day, Labor Day, Martin Luther King Day, Memorial Day, New Year's Eve, New Year's Day, Thanksgiving and Veteran's Day.
M. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Department and all applicable City, State and Federal laws, rules and regulations.
N. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces.
O. Minors must remain in the rented facility room and shall not be allowed to roam.
P. Any intended use of outside vendors such as bounce houses, entertainment and caterers must be disclosed in the application and if permitted shall comply with insurance procedures as outlined in City Council Policy B-13.
Q. Facilities shall not be used for purposes of advancing any doctrine or theory subversive under the Constitution of the United States.
R. No open flames are permitted including the use of candles.

FEES, DEPOSITS AND CANCELLATION PROCEDURES:

Fees may be charged for the use of City facilities and shall be established and periodically adjusted and approved by the City Council. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.
A. A security deposit will be required for all room rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility by the Recreation and Senior Services Director or a designated representative and a determination that the facility has not been left clean and/or in good repair.
B. A separate additional cleaning fee will be charged for rental of the OASIS Event Center.
C. No fee or deposit shall be charged for use of City facilities by the City of Newport Beach, or events co-sponsored by the City of Newport Beach or its departments, with the exception of set-up charges.
D. Cancellations for any facility other than the OASIS Event Center, Newport Coast Community Center and Community Youth Center may occur seventy-two hours prior to the scheduled use of facilities without forfeiting fees collected by the City, with exception of a City service refund processing fee. Cancellations with less than seventy-two hours notice will be charged a cancellation fee established by resolution of the City Council. In the event of cancellation by the City, notice will be given as far in advance of the scheduled use as possible.
E. Cancellation of rentals by users for the OASIS Event Center, Newport Coast Community Center and Community Youth Center, which occur less than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than seventy-two hours notice will be charged the entire rental fee.

Event Supervision:

1. City employees will be assigned to rental activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities.
2. The applicant must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with a City employee. The only exception to this rule is when an honoree (i.e. bride and groom) is the applicant. In this case, the applicant must designate another attendee to review the checklists at the time that the room set up is submitted.

Available Equipment and Set Up:

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1. Rental of facilities includes all tables and chairs as requested. A set up diagram is due no less than twenty working days prior to the event for the large banquet rooms at the OASIS Event Center, Newport Coast Community Center and the Community Youth Center.
2. A fee will be charged for the use of the City's amplified sound equipment according to the fee schedule for each particular facility.
3. Staff is not permitted to move any equipment / furnishings supplied by the applicant.
4. Due to limited space, storage of rental equipment will not be permitted.
5. Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be dragged across the floor.

Food and Beverages:

1. Stains from food and beverages that require professional cleaning, which will result in additional expense to the City, will be charged directly to the applicant.
2. Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.

Facility Clean Up Procedures:
1. All decorations and catering equipment must be removed and taken away and all trash must be placed in the trash cans.
2. The oven, stove, and refrigerator are available in certain facilities and must be cleaned by the renter.
3. All counter tops, sinks, refrigerator or freezer used must be cleared, thoroughly cleaned, rinsed and dried off.
4. Any food, beverages or any other items left in the facility will be disposed of.

CUSTOM QUESTIONS

Question	Answer
Are you serving alcohol at your event?	No
Will you be using a bounce house, laser tag or gymnastics group?	

WAIVERS

Facility Use Waiver
Due Date: Oct 30, 2015

I have read the Facility Use Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of security deposit fees.

Waiver Signed

Signature: _____

NOT A PERMIT

NEWPORT BEACH PERMIT CONDITIONS

- The conduct of such activity will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet, peaceable and unmolested enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare.

- The conduct of such activity will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant.

- The conduct of such activity will not constitute a fire hazard, and all proper safety precautions will be taken.

- The conduct of such activity will not require the diversion of so great number of police officers of the City to properly police the area of such activity as to interfere with normal police protection.

- Permittee shall indemnify, defend and hold harmless City, its elected and appointed officers, employees, agents, representatives, the City Council, boards and commissions ("Indemnified Parties") with respect to any loss, liability, injury or damage that arises out of, or is in any way related to, the acts or omissions of Permittee, his or her employees, representatives, officers and agents in the course of Permittee's event/activity; however, Permittee shall not be required to indemnify City from any claim arising from the sole negligence or willful misconduct of the Indemnified Parties.

- The Finance Director or his designee may revoke this permit issued for any of the following reasons:
    - The permittee has ceased to meet the requirements and provisions for issuance of permit;
    - The applicant gave materially false, fraudulent or misleading information on the application;
    - The production is declared to constitute a public nuisance and, as such, may be abated or enjoined from further operation.

- No person shall use or allow to be used the official seal of the City of Newport Beach, or any cut, facsimile, or reproduction of said seal, or make or use any design which is an imitation of said seal or of the design thereof, or which may be mistaken for the seal of this City or the design thereof, for malicious or commercial purposes, or for any purpose other than for City purposes of any officer, board or department thereof, without the express consent of the City of Newport Beach.

- Production is permitted to shoot only at the location(s) listed on the permit. No other production or filming has been approved by the Finance Department.

NOT A PERMIT

- Production may not film on any private property without consent of the owner.
- Production may not film or photograph any member of the public or private property without permission of the person or owner.
- Production does not have any exclusive use of any of the above locations, including streets, alleys, beach or ocean. All locations will remain open to the public at all times.
- Production may not possess or consume alcohol and smoking is prohibited within City parks and beaches.
- Production may not interfere with the public peaceful enjoyment of the public and or surrounding neighborhoods.
- Production is not permitted to shoot within any City parks without a permit issued by Newport Beach Recreation and Senior Services.
- Production All vehicles including but not limited to large vehicles and or cube trucks must abide by all parking signs and may not impede any streets or sidewalks. All vehicles must be parked legally and all parking fees must be paid**.** For any vehicles that have not been approved through a Temporary Street Closure permit parking is on a first come first served basis.
- Production must not block storefronts, streets, driveways, pier, access, emergency access or business locations with any production equipment or crew.
- Production shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use. The area used shall be cleaned of trash and debris upon completion of shooting and restored to the original condition before leaving the site.
- Production is to follow all lawful orders from Fire, Lifeguards, Police Department and any other City representatives.
- Production must have permission from the property manager and or Homeowners Association if any production occurs within these types of housing or location areas. Production must abide by all conditions set forth by the property manager and or Homeowners Association.

NOT A PERMIT